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MEMORANDUM

TO: Human Resources Directors of All Agencies, Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: July 27, 2010

SUBJECT: Reclassification and Creation of Non-Delegated Positions in SCEIS

In order to simplify the administrative procedure in the processing of non-delegated reclassifications and title changes in SCEIS, state agencies will be allowed to process these actions in the system.

First, position descriptions for non-delegated reclassification must be sent to OHR for approval as has been the practice in the past. After the agency has received approval for the action, the agency will then be responsible for the reclass of the position, as well as, the reclass of the employee in the system if the position is filled. OHR will monitor reclass actions in the system to ensure that only actions approved by OHR have been processed.

Agencies may also create non-delegated positions in the system after OHR's approval of the position description. Please remember that although you may create new FTE positions, the overall number of positions established may not exceed your FTE authorization level by source of funds (State, Federal, and Other.) Adjustments to agency authorization levels require the approval of the General Assembly through the budget process or the interim approval of the Office of State Budget within the State Budget and Control Board.

Please be advised that actions processed prior to OHR's approval may be subject to reversal. If you have any questions, please call your Human Resources Consultant at 896-5300.